

## What is the Expression of Interest Process?

The **Expression of Interest Process** is designed to facilitate a successful transition for every employee affected by SET. The process focuses on identifying each individual's career interests, matching them with the best available role for their current experience and responsibilities.

## Who is involved in the Staff Selection Process?

The leaders or supervisors of each business center or SET organization will make the final hiring decisions, in coordination with college or division leadership. Transition Teams are members of your college or division who can help guide you through the transition process and with whom you can discuss your interests.

### Current Role



**✗ You are here**

**Jan. 24, 2022:**  
Expression of Interest Survey Opens

HR reviews qualifications and sends list of interested staff to SET supervisors



**Early February:**  
Expression of Interest Survey Closes

Staff express interest – discuss with Transition Teams as needed

SET supervisors talk with staff and make final selection decisions



**Hired Into SET Role**

Staff who do this work today will have preference in selection



**Finalized by April 30, 2022**

Ongoing: Training to prepare you for the transition to your role on July 1, 2022

## Expression of Interest Process

## How can I learn which roles in the new model align with my interests?

Please review the [SET structure](#) and [position descriptions](#) on the SET website prior to completing the Expression of Interest Survey. In addition, you may connect with your Transition Team members to discuss your interests.

***Expression of Interest Surveys will be sent to only those administrative staff whose title relates to responsibilities in the SET model.***

## What about all my other responsibilities?

Transition Teams will be asked to meet with all affected employees and will help complete a **Responsibility Tracker**, which will track current activities and responsibilities to understand how work may shift for both those employees who are selected into SET roles and those employees who will remain in their current roles. This will inform how the college or division realigns responsibilities.